

## Standard Operating Procedure (SOP): Sanitization and Hygiene

Cal-OSHA requires written prevention plans for COVID-19 to include engineering controls, administrative controls, and personal protective equipment. The following Sanitization and Hygiene SOP applies to the SMCCCD's administrative controls to mitigate the spread of COVID-19. The CDC has determined that COVID-19 is predominantly transmitted via aerosolized droplets from person to person. However, effective cleaning and disinfecting may contribute to the slowing of COVID-19 virus transmission.

1. The SMCCCD shall implement cleaning and disinfecting procedures, which require:
  - a. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels.
  - b. The SMCCCD shall inform employees and authorized employee representatives of cleaning protocols, including the planned frequency and scope of cleaning and disinfection.
    - i. The Facilities department provides hand sanitizer and sanitizing wipes for use by campus occupants. Bulk volumes of sanitization supplies are located in community spaces for retrieval and use by campus occupants: examples include building entrances, work rooms, conference rooms, break rooms, etc.
    - ii. The District uses sanitizers and disinfects in alignment with the Environmental Protection Agency's list of Disinfectants for Use Against SARS-CoV-2 (COVID-19): <https://www.epa.gov/coronavirus/list-n-advanced-search-page-disinfectants-coronavirus-covid-19>
    - iii. At their own expense and for convenience or preference, individual employees or departments may elect to procure and/or provide their own personal containers of hand sanitizer and sanitizing wipes. If electing to provide their own hand sanitizer or disinfecting wipes, departments and individuals must use products designated as effective against COVID-19 as defined by the Center for Disease Control.
    - iv. General Sanitization Strategy:
      1. All campus community members are expected to participate in
        - a. effective hand hygiene by washing and sanitizing hands frequently
        - b. sanitizing the furniture, fixtures, and equipment they touch and use
      2. Facilities Custodians will clean and disinfect at least once daily
        - a. high use community spaces: in use classrooms, break rooms, work rooms, conference rooms, etc.
        - b. high touch points: handrails, door handles, elevator buttons, etc.
        - c. restrooms
      3. Office Occupants will clean and disinfect as needed their-
        - a. Work surface, chair arms, and equipment (phones, keyboards, etc.)
        - b. Personal possessions
    - v. COVID-19 Positive Disinfection Strategy:
      1. Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

2. NOTE: Cleaning and disinfecting must be done in a manner that does not create a hazard to employees
- c. To protect employees from COVID-19 hazards, the SMCCCD shall evaluate its handwashing facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. The SMCCCD shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
    - i. Handwashing and Hygiene signage will continue to be posted District Wide.